
Instructions for Completing Wine Shipment Reports

Shipping forms Wine CV1 and Wine CV2 are to be filed as soon as possible after the first of the month but post-marked no later than the 15th of the month following the reporting period, and may be mailed to the address at the bottom of this page. Forms may also be emailed to the division at Accounting@Iowaabd.com. **When there is no shipping, complete only the Wine CV1 form stating “No Shipments.”** One set of forms is required each month that wine is shipped into Iowa. Supporting invoices, credit or debit memos are required for all products reported. Computer printouts may be filed with the Division as long as the printouts are in the same format as the Wine CV1 and Wine CV2 forms. Reporting is required only for valid Certificate of Compliance holders. Companies who have canceled or not renewed their Certificate of Compliance do not need to report.

Wine CV1 Form

The Wine CV1 form must be typed or legibly written in blue or black ink and completed as follows. Certificate of Compliance (permit) number (CV0000000), name and address of shipper must be recorded in the upper left hand corner. Date, name, phone number and email address of the person who prepared the report must be recorded in the upper right hand corner. Indicate month and year of reporting period in the middle section. Complete form using whole units (cases & kegs) in specific pack/ounce and keg sizes in the corresponding columns. Should you need additional sizes not listed, use the blank columns to type these in. Total units (cases & kegs) must be recorded in the units and gallons boxes. Use additional pages of Wine CV1 forms if necessary. All samples, promotional and free products shipped into the State **MUST** be reported. (Iowa wholesalers are mandated to report receipt of these products.) Total each column by size, number of cases and gallons at the bottom of the Wine CV1. When using multiple Wine CV1 forms, insert the grand total of all pages on the top page.

Wine CV2 Form

Complete the top portion of the Wine CV2 as you would the Wine CV1 with permit number, name and address of shipper, and the reporting month and year. Detail information is needed when filling out the Wine CV2 form. Record each wholesaler by name, address, city and state. Record date, invoice or purchase no and number of units in specific pack/ounce and keg sizes must be recorded for each invoice. Total units and gallons are record in proper boxes. Use additional pages of Wine CV2 forms if necessary. All samples, promotional and free products shipped into the State **MUST** be reported. (Iowa wholesalers are mandated to report receipt of these products.) Total each column by size, number of cases and gallons at the bottom of the Wine CV2. When using multiple Wine CV2 forms, insert the grand total of all pages on the top page.